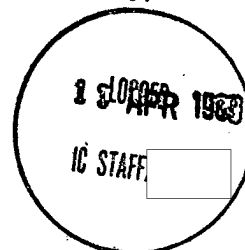


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DIRECTOR OF CENTRAL INTELLIGENCE
Intelligence Producers Council
Washington, D.C. 20505



IPC 1968/89
11 April 1989

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MEMORANDUM FOR: Program Managers for External Research Contract Program

FROM:

Chief, Intelligence Producers Council Staff

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SUBJECT: External Research Contracts Report

1. The IPC Staff, in assisting the Intelligence Community in production-related matters, is required to collect and disseminate data on the Community's external research contracts. This report:

- o Apprises producers of contract proposals being considered by other intelligence organizations.
- o Reduces duplication by permitting producers to compare proposals.
- o Identifies situations where cooperation in contract efforts would be mutually beneficial and practical.
- o Informs the Community of the progress and products of contract efforts.
- o Relates efforts to the National Intelligence Topics (NITs).
- o Tracks Production Enhancement Initiatives (PEIs), where applicable.
- o Identifies substantive issues and trends of Community interest.
- o Facilitates the sharing of data.

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2. In carrying out its mandate, the IPC Staff has initiated actions to expand the utility of the data on external research contracts through automation. The IPC's automated file contains information provided by the IPC members and is organized so that data can be extracted and sorted by a number of fields within the established format. Our intent is to provide the Community with a more timely and useful document for cross-referencing external research contracts.

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3. External research information from the file will be disseminated in hard copy products published quarterly. This will permit the analysis of trends and issues by Community production managers and the IPC Staff. In addition, individual producers can be provided tailored printouts upon request.

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SUBJECT: External Research Contracts Report

4. Reporting for the first quarter of FY 1989 is due on or before 28 April. In order to have more meaningful data at our disposal, we are further standardizing procedures for entering information into the data base. The enclosed attachments provide further guidance for updating and completing contract data submissions for the first quarter of FY 1989:

- o Attachment A: is a sample management spreadsheet showing those external research contracts sponsored by your organization.
- o Attachment B: shows the format for reporting contracts.
- o Attachment C: provides an alphabetical sort by country codes.
- o Attachment D: is a copy of the FY 1989 NITS.
- o Attachment E: defines Community approved functional areas and issues.

Please fill in all fields using the attached guidelines. You should note that we are hereafter requesting that dollar figures be reported in your contract reporting. Be assured, however, that we will treat these dollar figures as privileged information, and they will only be used in the aggregate. (For example, we might report that research contracts relative to Latin America amounted to xxx dollars but the exact expenditures of a given organization(s) will not be revealed.) [redacted]

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The guidance/reference aids are self-explanatory but should you need any assistance please call [redacted]

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Attachments:

- A. Sample Spreadsheet
- B. Format for Reporting Contracts
- C. Alphabetical Sort/Country Codes
- D. FY 1989 NITS
- E. Functional Areas and Issues

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SUBJECT: External Research Contracts Report

Distribution:

- 1 - [] DIA/VP-SF
- 2 - Ken Roberts/State/INR/RES
- 3 - Barbara Ruefly/NTIC-OOR
- 4 - [] CIA/DI/MPSS/PLANS
- 5 - Thomas Corcoran/USAIA
- 6 - IPC Subject File
- 7 - IPC Chrono File
- 8 - ICS Registry

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IPC [] (10 Apr 89)

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